

**Information Services Board**  
**Geographic Information Technology Policy and Standards Process**  
February 6<sup>th</sup>, 2003

**Background**

The Information Services Board (ISB) and the Washington State Geographic Information Council (WAGIC) have strategic and technical interests in promoting better government through a coordinated, enterprise approach to collaboratively developed spatial data management solutions. Policy and standards play a fundamental role in effective data management and integration.

What follows is a description of the iterative process for development and maintenance of policy and standards as they relate to geographic information technology (GIT). This process will, over time, lead to useful geospatial technical standards and policy in support of ISB and WAGIC objectives. The process described here is an integrated adjunct to the ISB's formal process for establishing IT policy and standards.

**GIT Policy and Standards Objectives**

Policy and standards resulting from this process are intended to support the following objectives:

- Coordinate geographic information management statewide
- Promote the view of geographic information as a critical information asset
- Promote partnerships and collaboration to develop and use geographic information
- Enable access to geographic data and support data sharing
- Enable integration of non-framework geographic data
- Improve data quality
- Enterprise, cross agency business objectives and GIT related needs

**Conceptual guidelines for development of WA GIT Policy & Standards include**

- Adopt national standards where appropriate
- Be consistent/cognizant of related RCW standards or rules
- Use implementations that both add value and reflect operating challenges

**Approach to GIT Policy & Standards**

GIT policy and standards will be developed using a phased approach. Initial efforts are focused on formalizing selected work accomplished through various WAGIC initiatives. The intent is to draw upon recognized WAGIC and other collaborative standards processes that have published or documented results.

Phase One will focus on common standards for: geodata documentation (metadata), horizontal datum and, coordinate system. Subsequent phases will address content standards for fundamental framework geodata themes and geodata transfer mechanisms.

**GIT Policy and Technical Standards - Process Steps**

Please see accompanying diagram of process – Appendix A

**Information Services Board**  
**Geographic Information Technology Policy and Standards Process**

February 6<sup>th</sup>, 2003

**1. Convene WAGIC Technical Standards Workgroup**

WAGIC Technical Standards Workgroup is a forum for responding to standard development opportunities. The workgroup will be convened for specific task oriented purposes in response to request from the WAGIC Chair or the ISB-GIT subcommittee. The composition of the workgroup will reflect the particular task at hand.

**2. Research Current Practices, Legislation and Future Directions**

Research and review will be conducted by the WAGIC Standards Workgroup to identify current agency practices, related legislation and technology directions that may impact standards under consideration

**3. Develop Initial Draft of Technical Standard**

The WAGIC Standards Workgroup will develop a discussion draft of the proposed standard based on research conducted of current practices, legislation and desired future direction. The Standards workgroup invites participation, review and comment by interested parties.

**4. Circulate Initial Draft for Comment**

The draft standard will be made available to both the GIS and IT communities via the WAGIC listserv and meeting forums and, through the Customer Advisory Board (CAB). WAGIC is a voluntary cross-jurisdictional technical forum for identifying common GIT issues and seeking common solutions. The CAB is a legislatively constituted IT advisory body. It is used to assist the coordination of IT policy and standards development and refinement. State agency CIO's are members of the CAB.

**5. Revise as Necessary**

Draft documents will be revised as necessary based on reviewer's comments. The revised draft documents may be posted for review again if major revisions were required.

**6. Present to ISB-GIT Subcommittee**

Proposed standards will be presented to the ISB-GIT Subcommittee for their endorsement as a prelude to presenting to the full ISB. The current composition of the ISB-GIT subcommittee includes directors of eight state agencies utilizing GIT, and five representatives from the federal, local and tribal GIS community.

**7. Present to Full ISB**

The Revised Code of Washington (RCW 43.105.041) delegates authority to the Information Services Board to....."develop state-wide or interagency (IT) technical policies, standards, and procedures". Formal adoption of the proposed GIT related policy or standard as a component of the states Information Technology Policy is a function carried out by the full ISB rather than at a

**Information Services Board**  
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February 6<sup>th</sup>, 2003

subcommittee level. The GIT Subcommittee will present their endorsement and the proposed GIT policy to the full ISB for adoption.

**8. Publish and Provide Training as Necessary**

Adopted policy and standards will be published on WAGIC website and the ISB/DIS Information Technology Portfolio Management website. Notice of new or changed GIT policy will be through the CAB listserv, WAGIC listserv and WAGIC mailing list. Where possible and appropriate, training may be made available to facilitate implementation of certain GIT policy and technical standard.

**9. Agency Implementation**

New policy and standards will be published with a clear implementation time line. Agency director will confirm implementation status of GIT standards in their annual IT Portfolio Update Confirmation Letter.

**10. Periodic Policy & Standard Opportunity Assessment**

Periodic policy and standards opportunity assessment will be conducted to determine the need for new or revised GIT policy and/or standards. The assessment will be done at the direction of ISB/GIT in collaboration with WAGIC Chair and WAGIC Standards Workgroup.

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